

**Management System: Safeguards and Security**

**Subject Area: Personnel Security**

## **Procedure: Requesting Approval of Classified Visits and SIGMA Access**

**Issue Date and Revision Number:**

11/23/15                      1

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### **1.0 Applicability**

This procedure applies to EMCBC Federal and contractor employees who participate in classified visits to DOE or other U.S. Government facilities in either a visitor or host role, and/or who require access to SIGMA caveated information or material.

### **2.0 Required Procedure**

Depending on the nature of the information or material to be accessed, EMCBC personnel visiting DOE or other U.S. Government sites such as Department of Defense (DOD) or National Aeronautics and Space Administration (NASA) facilities may require specific approvals from cognizant DOE Program Office or other agency officials in order to gain access.

<b>Step 1</b>	<p>If specific written approvals are required, DOE F 5631.20, Request for Visit or Access Approval, is prepared and submitted to the approving office.</p> <p><b>NOTE:</b> Access to SIGMA caveated information or material by EMCBC Federal and contractor personnel will require the processing of a DOE F 5631.20. For example, access to SIGMA 15 requires submission of a 5631.20 Form to NA-121.2, which is the approving authority.</p>
<b>Step 2</b>	<p>The process of preparing a DOE F 5631.20, includes obtaining the signature of an EMCBC management official (Assistant Director or higher) to certify the need for access, and obtaining verification of the proposed visitor's current access authorization/security clearance. The access authorization/security clearance level is verified through the DOE's Central Personnel Clearance Index (CPCI).</p>

<b>Step 3</b>	The EMCBC security specialist submits the form to the site to be visited, if the site itself has the authority to grant approval, or to the approval authority in cases where an organization other than the site to be visited must approve the visit or access. In cases where the approval rests within an organization other than the site to be visited, the EMCBC security specialist requests that the approving office notify the site to be visited of the approval to visit.
<b>Step 4</b>	In the case of DOE F 5631.20's submitted to NA-121.2 for approval of long term SIGMA access (up to one year duration), the correspondence providing the approval decision is maintained by EMCBC security personnel.

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 Forms

- DOE Form 5631.20, Request for Visit or Access Approval

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the originating office in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>Quality Records Classification (Lifetime or Non-Permanent)</b>
ADM-18-17.1-B	Visitor Access Approval Files	Office of Technical Support & Asset Management	N/A

**EMCBC RECORD OF REVISION**

**DOCUMENT TITLE: Requesting Approval of Classified Visits and SIGMA Access**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	N/A – 1 <sup>st</sup> Edition of Procedure	N/A	8/21/12
1	Updated document with new identifier numbers.		11/23/15